

# MALPRACTICE FAQs 2022/23

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OxfordAQA International Examinations

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v1.0

# 1. EXAMS OFFICER/INVIGILATOR MALPRACTICE

This is often an oversight or mistake, such as opening the wrong pack of papers but it can have serious implications..

If noticed before any papers are handed out, the sanction is likely to be lower – we realise mistakes can happen. However, if the paper has already been given out, this is much more serious.

If an exam paper is compromised by an individual's actions, either through distributing the wrong paper or not keeping papers secure, there are repercussions for that individual and possibly the school, with the most severe centre sanction being a ban from entering any OxfordAQA exams for a period of time.

Tips:

- Make sure you keep exam papers secure until the day of the exam and only open them a maximum of 90 minutes before the start time.
- Keep all papers in the secure storage area until at least an hour before the exam.
- Do not leave any papers unattended before the exam.
- Check the details on the packet to make sure you are definitely opening the right one. Don't forget to do the "second pair of eyes" check before opening a pack of papers and record that you have completed the check.
- If you do open the wrong pack, do not panic. Reseal it, put it back in secure storage and tell the exam board.

## 2. TEACHER MALPRACTICE

Deliberate teacher malpractice – such as leaking content from a paper or aiding students with their non-examined assessment – is exceptionally rare but can happen.

As well as the teacher being sanctioned, students' results can also be affected. The sanctions for a teacher may be very serious, to the point where they are not allowed to have any involvement with OxfordAQA exams.

The following will be classed as improper assistance and may result in a sanction for the teacher:

- Pointing to something on the paper,
- whispering a word during a language speaking exam to prompt a student,
- Explaining questions in a written examination,
- Giving answers to students.

Tips:

- Familiarise yourself with the rules around "non-examined assessment" and exam preparation.
- Be careful when offering advice or assistance to students and make sure that you are keeping within the rules.

### 3. STUDENT MALPRACTICE

By far the most common malpractice among students is taking electronic devices into exams. Students found with a phone in their possession during an exam will lose all their marks for that paper and could even be disqualified from that entire qualification.

Sharing confidential exam materials online or in group chats is another issue we occasionally encounter, which can have serious consequences. If someone does this, that one individual has compromised that exam for everyone in that group.

Even if it is an unsolicited message, all those students have received material that could give them an unfair advantage so there are repercussions for them, too, as we have to protect the integrity of the exam. In the most serious cases of sharing confidential materials, a student can be disqualified from an entire qualification or even from all OxfordAQA exams.

One final point for students is about leaving the exam room. When sitting an exam, students are not allowed to leave the exam room until after the first hour of the published start time has passed. Any student deliberately leaving the room before the permitted time may be disqualified from that exam.

Tips:

- Leave your phone and/or watch at home, or hand it in when you arrive at school. Whatever you do, do not take it into the exam room.
- Be aware of social media or chat groups. Even unwanted information can affect your results.
- If someone sends you a message containing material supposedly from an exam paper, report it immediately to a teacher, exams officer or exam board. Do not share it with anyone else.
- Never leave the exam room before you are allowed to.

# GET HELP AND SUPPORT

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